

# **SUBMISSION GUIDELINES**

## **For Approval of Child Development Permit Course Work**



**February 2005  
Revised July 2005**

**California Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, California 95814**

## **Introduction**

Commission staff is involved in a continuing effort to identify efficiencies and to streamline its business processes. Currently the Commission is implementing application processing efficiencies for Child Development Permits.

In the past, Commission staff has performed course-by-course transcript evaluation for each permit application. While staff will continue to perform this service for individual applicants, it seems sensible to coordinate with community colleges and four-year institutions that have been leading the way in assisting their students to qualify for the child development permits. Many child development programs currently offer certificate programs that match the early childhood education course work required for the permit. Staff reviewed the current permit requirements to find another method of evaluation that would be more efficient. The new process, which these submission guidelines address, is for verifying completion of the requirements by a community or four-year college or university. It includes a review of the institution's child development program and the course content offered by the institution to meet the specific requirements. The verification of completion process allows participating programs to assure the Commission that an applicant has met the requirements for the permit.

Participation in the program by a community college or four-year institution is voluntary. All six types of child development permits, both teaching and administration, may be approved. An institution may opt to verify completion from one to all six types of permits and all options within the permits may be approved. The process may only be used for initial issuance or an upgrade of a permit such as from teacher to master teacher or from teacher to site supervisor. It cannot be used for renewal of the permits.

Each program that participates in the approval process is required to submit verification of course content of specific child development and general education courses for Commission staff to review. Commission staff has provided in the guidelines the key content areas that these courses must contain. This process will be a check on the content of the course work. The Commission is also requesting a brief description of the institution and information on the advisement process at each institution.

Once an institution is approved for this new process, an application, fee, and verification of completion (VOC) form are required with each packet submitted to the Commission for a child development permit. An institution will be required to submit transcripts of all course work required for the permit for approximately every tenth application submitted to allow the Commission to audit the approval process. The participating programs will need to track applications submitted to the Commission and make an approximation of every tenth application. Otherwise, transcripts are not required with each application unless verifying a requirement that falls outside the areas approved. Participating institutions will continue to submit verification of each applicant's teaching/work experience in a child development setting for the permit being submitted, if required. If verifying completion of a program, such as the Child Development Associate (CDA) or a bachelor's degree, a photocopy of the certificate or degree is required.

Institutions participating in this process can be assured that their courses are appropriate for certification. In addition, the Commission anticipates that this process will speed up the processing of applications. The Commission understands that many applications will be submitted through the Child Development Training Consortium to have the application processing fee attached for the permit. In addition, the Commission will continue to accept applications sent on a "direct" basis for transcript review by Commission staff. This allows an approved institution a choice to submit under this new process or to suggest that applicants apply directly to the Commission.

## **Submission Guidelines for Child Development Permits**

To facilitate the proposal review and approval process, Commission staff has developed the following instructions to assist and guide you in preparing your response to the course work requirements for child development permits. It is essential that these instructions be followed accurately. Failure to comply with these procedures can result in a proposal being returned to the prospective program sponsor for revision prior to being forwarded for review.

The submission of course work for review and approval is voluntary for community colleges and four-year institutions. Commission staff will examine the course work on the basis of the information submitted. If Commission staff determines that a proposal does not satisfy the requirements, the proposal will be returned to the institution with an explanation of the findings. Changes to the proposal must be resubmitted to Commission staff in a timely manner.

Once the course work proposal is approved, the Chief Executive Officer (CEO) of the institution will be sent a letter regarding that approval. The Commission will request authorized signatures from the institution for the Verification of Completion (VOC) form that must accompany each permit application packet. An authorized administrative officer of each college or university must be designated to provide the list of authorized signatures for the Verification of Completion forms.

When the Commission has approved an institution's course content, specific materials will need to be submitted with each application to the Commission depending upon which option the individual is completing for the permit. The Commission will provide a PDF version of the Child Development Permit worksheet (CL-723a) and Verification of Completion form and a list of procedures that the colleges and universities will need to use when submitting applications for the child development permits under this new process. Each VOC form submitted with the application packet must be appropriately completed and signed by an approved authorized signer.

## **Technical Assistance and Training**

Technical assistance is available to representatives who need assistance with this new submission process. See page 9 of this guideline booklet for the contact name and e-mail address. Once an institution has been approved, the Commission will e-mail an application processing Guidebook to assist the institutions with the new process. The Commission hopes to provide training opportunities soon. However, once a program is approved, applications may be submitted through the new process at any time.

## Proposal Organization

There are six types of Child Development Permits, including both teaching and administrative, each with its own set of issuance requirements and each authorizing the holder to perform different levels of service in child development programs. Several options are available for meeting the requirements to earn the permit. Some of the course work or experience requirements are appear in various options for different permit levels.. Therefore, the Commission is asking the institutions to submit the materials organized by each course work requirement. In this manner, the institutions will not need to submit repetitive information for a course work requirement that may be used in an option for several different types of permits.

### Course Work Requirements

The goal in writing the response to any course work requirement should be to describe the proposed course clearly enough for an outside reader to understand what a new teacher will know, be able to do, and demonstrate at the end of the course. Commission staff will then be able to assess the responses for completeness and quality of the supporting evidence. A clear, concise course description from the college catalog may suffice. Each institution must assure that the course work that is submitted for review is:

- degree applicable (associate degree or higher);
- non-remedial; and
- completed with a grade of "C" or better ("pass" and "credit" grades meet this requirement).

Early childhood education/child development course work must be primarily related to children ages five years or younger. Twenty-five percent (25%) of the required course work for a permit may cover children ages five through eight. (This does not apply to the core course work of child growth and development, child, family, and community, and programs/curriculum for the regular permit).

There are seven course work requirements, as shown below, that may be submitted for review. Each institution may offer course work for both the “regular” permit and the “school age emphasis” permit.

Core Subject Areas Course Work <ul style="list-style-type: none"><li>• <i>For regular permit: child growth and development, child, family, and community, and programs/curriculum</i></li><li>• <i>For school age emphasis permit: child growth and youth development, child, youth, family and community, and programs/curriculum, including school-age instructional practices</i></li></ul>
General Early Childhood Education/Child Development Course Work <ul style="list-style-type: none"><li>• <i>For school age emphasis permit: content must be at the school-age level</i></li></ul>
Early Childhood Education Administrative or Supervision Course Work
Adult Supervision Course Work
Specialization Areas Course Work
Early Childhood Education Supervised Field Experience
General Education Course Work

Specific content is required in six of the seven course work areas. The exception is the general ECE/CD course work for which only a list of the courses by number, title, units and a brief description is needed. This may be met by submitting the course work listing from the college catalog.

The early childhood education field experience course work has a requirement both for the content of the course and verification of specifications for the supervising teacher of the field experience.

It is important to note that there is no approval process for the teaching/work experience requirement. If teaching/work experience is required for a permit, an original or photocopy of a letter from the authorized person having knowledge of the facts verifying the dates and nature of the experience must be submitted with the application packet. An experience period may be paid or volunteer service in an instructional capacity in a child development program for not less than three hours per day. Depending upon the type of permit being requested, the number of days of experience required may range from 50 to 350 days. Only one year of experience may be earned in a school year.

### **Required for All Course Content**

For all course work that will be reviewed, the Commission will need the following:

- Course title
- Course number
- Unit value in semester hours
- Course description

For each class, this may be achieved by one of the methods found below. In most cases, the college catalog description listed in the first bullet will suffice. However, if the catalog description does not clearly describe the content as required, the method in the second bullet will need to be submitted.

- Copy of the college or university catalog that includes course title and number, unit hours, and description of content of the course; **OR**
- Course outlines or syllabi showing the course title and number, unit hours, sequence of course topics, in-class activities, materials and texts used, and out-of-class assignments.

### **Specific Child Development Course Content**

Listed below is a guide to the content that the Commission staff will be looking for when evaluating each type of course.

***Core Subject Areas – all courses must be a minimum of three semester or four quarter units***

Child Growth and Development – Study of human development focusing on child growth and development from conception to adolescence. Includes cognitive, physical, social, cultural, and emotional development of children. Research, historical data, theories, and recent trends are introduced.

Child, Family and Community or Child and Family Relations – Examines the relationship among family, school, and community as they impact a child's development. Includes study of ethnic diversity, social class, customs/heritage, and gender roles on family behavior, values, morals, attitudes, and the development of children.

Programs/Curriculum – General overview of curriculum design for early childhood programs to include planning, preparation, implementation, evaluation of curricular activities, designing a classroom, lesson planning, and the use of observation to guide curriculum and assessment.

***School-Age Core Course Work*** – *all courses must be a minimum of three semester or four quarter units*

This course work covers the developmental, social, and academic needs of children and youth, ages birth through fourteen. See the content required for “Core Subject Areas” above. The content must be the same in the corresponding areas but should be for children and youth, ages birth to fourteen.

- Child growth and youth development
- Child, youth, family and community
- Programs/curriculum, including school-age including instructional practices

***General Early Childhood Classes***

This is a listing of the college or university’s early childhood/child development course work that does not fall into one of the specific areas required for a permit. This may be met by submitting the course work listing from the college catalog, which has the course number, title of class, number of units, and a brief description of the course content. If a course has been used to meet the core subject area course work (child growth and development, child, family, and community, and programs/curriculum) for either the regular or school age emphasis permit, it may not be used again to meet the general early childhood class requirement.

***Early Child Education/Child Development Administration and Supervision Course Work*** - *a minimum of six semester units of course work*

One course must be at the introductory level and one must be at the advanced or the two courses must be different administration/supervision topics such as Preschool Administration and Preschool Financial Management. Content must include administration, supervision, or management of a childcare and development program.

***Specialization Areas*** – *a minimum of six semesters units of course work in one area of specialization*

Includes an in-depth study of a specific focus area that would enable the teacher to provide staff development that meets the needs of the center and of the surrounding community. The course work may include but is not limited to the following:

Infant and toddler care	Parent/teacher relations
Bilingual and bicultural development	Child health
Children with exceptional needs	Special areas of developmentally appropriate curriculum

*Some community colleges have previously received approval for their specialization courses from CCTC. Please go to the following link on the Commission’s web page: [http://www.ctc.ca.gov/credentials/manuals-handbooks/CDP\\_MT\\_Spec.pdf](http://www.ctc.ca.gov/credentials/manuals-handbooks/CDP_MT_Spec.pdf). If your institution is listed, please print a copy and verify if these courses continue to be your approved courses. Line through those no longer used and update course numbers and titles, if necessary.*

*Submit a photocopy of the list from the Commission’s web site. If the institution wishes to add additional courses, see description above of the content and follow directions for all courses regarding the method of verifying course content.*

***Adult Supervision Course Work – a minimum of two-semester-units of course work***

Course is designed to help individuals develop knowledge and skills for effective communication with, and supervision of, adults. Designed to help communication, collaboration and evaluation of staff members in an effective manner. It should include basic issues of personnel management, skills in interpersonal communication, and knowledge of how adults learn.

***Supervised Field Experience – a minimum of three semester or four quarter units***

May be classified as a lab; practicum or student teaching (grade K or below). The course must include observation of the student interacting with children. Field placement should be made with a competent, cooperating teacher. This supervised field experience must be supervised by staff from an accredited college or university or by individuals approved by the institution's child development program for this purpose. Supervising teachers should be certified for child development and experienced in teaching young children, trained in supervision, and oriented to the supervisory role.

***General Education – a minimum of 16 semester units in five content areas***

The college or university may submit a listing from their catalog of the general education course work that is acceptable towards either an associate or bachelor's degree. See the Child Development General Education Course Work Guide (following pages) for additional information. The Guide is a list of many of the courses that may be used for the general education requirement. If a course is not within the broad department (English, math, social science, science, or humanities), review the course description carefully. If unsure, contact the Commission by email ([childdev@ctc.ca.gov](mailto:childdev@ctc.ca.gov)) to receive confirmation of the acceptability of the course.

**Description of College or University and of the Child Development Department**

Each college or university must include a **brief** description of the institution and the child development department or program. This may include the geographic and demographic information about the surrounding community and description of the college history and history of the child development department or program.

Information should be provided on the evaluation process of their child development program by the institution or the institution's system (Community College Chancellor's Office or CSU/UC system or private university system). This requirement may be met by submitting a college or university brochure or other approved materials prepared by the college or university.

**Summary of Student Advisement Process**

To ensure that each candidate is appropriately advised concerning the child development permit requirements, each institution must submit information on their advisement process. Verification of the advisement process may be done by submitting the information provided to students regarding the requirements for the permit. In addition, a **brief** description of the advisement process will also need to be submitted to respond to all the information requested below.

- How does the institution ensure that student services including academic advisement are provided by qualified individuals who are assigned those responsibilities?
- How are the individuals who provide advice and assistance selected, trained, and informed of changing requirements? Provide the name(s) of the advisors and their years of experience in the position.
- Describe the procedures that the institution follows in determining that each candidate completes the required course work.

## Child Development General Education Course Work Guide

Course work requirements:

- All course work must be completed with a grade of “C” or better (“pass”, “credit” and “satisfactory” grades meet this requirement)
- All course work must be degree-applicable (associate degree or higher), non-remedial, and completed at a regionally-accredited community or four-year college or university

English	Science	Humanities
Business English Composition Correspondence Creative Writing Debate Drama English Forensics Grammar Journalism Language Acquisition Language Arts Literature Play Production Poetry Speech Theater Writing	Anatomy Astronomy Biology Botany Chemistry Cosmology Earth Science Ecology Environmental Science Evolution Forestry Genetics Geology/Geoscience Health Science Meteorology Nutrition (science-based) Oceanography Physical Anthropology Physical Geography Physics Physiology Thermodynamics Zoology	Architecture Art Art Civilization Classics Crafts Culture Dance Design Ethics Ethnic Studies Fine Arts Foreign Language Linguistics Logic Music Philosophy Sign Language  <i><b>Note:</b> Some courses that fall under the English area, such as speech, literature, and theater, may also be used in the Humanities area but courses may not be used in both areas for the same person.</i>
Social Science	Mathematics	
Anthropology Criminology Economics Ethnic Studies Geography Government Health Education History Human Behavior Human Relations Human Sexuality Law Political Science Psychology Sociology	Algebra Basic/General Math Calculus Computer Science Consumer Math Geometry Mathematical Analysis Probability Statistics Trigonometry	



# Proposal Transmittal Information

## Transmittal Instructions

Sponsoring agencies are required to submit **one printed copy** of their proposal(s) to the following address:

California Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95814  
Attention: Marilyn Errett

In addition, **one electronic copy of the proposal text** (including supporting evidence where possible) should be submitted to: Marilyn Errett [childdev@ctc.ca.gov](mailto:childdev@ctc.ca.gov)

*This electronic submission should be in Microsoft Word or a Microsoft Word compatible format. To facilitate this process, please leave no spaces in the filename of your document, and be sure that the name of the file ends in “.doc” (example: CCTCChildDevPermit.doc).*

## Submittal Timeline

Each program may submit their proposal anytime following receipt of these guidelines. Documents will be reviewed in the order of submission.

## Transmittal Documents

***Each proposal must be organized in the following order:***

1. Transmittal cover sheet (Included at end of this guide.)
2. Table of contents
3. Response to course work requirements
4. Brief description of college or university
5. Summary of student advisement process

***The responses must:***

- Be tabbed/labeled to help guide the reviewers
- Have numbered pages
- Provide supporting evidence, included after each course work requirement or organized into appendices, evidence should be cross-referenced in the response and appendices must be tabbed for easy access by reviewers

## Questions

If you have general questions regarding the submission of course work for approval under this process, please contact Marilyn Errett at [childdev@ctc.ca.gov](mailto:childdev@ctc.ca.gov). This email address is only for questions about the child development permit submission guidelines and is not for questions concerning the status of an application or other permit requirements. That type of question should be sent to [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)

# Transmittal Cover Sheet

## Child Development Permit Program Sponsor

1. Institution \_\_\_\_\_
2. Child Development Course Work – *Place a check mark in the appropriate box if submitting course work for approval in these areas.*

Course Work Requirement	Regular	School Age
Core Subject Areas Course Work <ul style="list-style-type: none"><li>• For regular permit: child growth and development, child, family, and community, and programs/curriculum</li><li>• For school age emphasis permit: child growth and youth development, child, youth, family and community, and programs/curriculum, including school-age instructional practices</li></ul>		
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Early Childhood Education Administrative/Supervision Course Work		
Adult Supervision Course Work		
Specialization Areas Course Work		
Early Childhood Education Supervised Field Experience		

3. General Education Course Work – *Place a check mark in the box if submitting for approval.*

General Education Course Work	
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4. Child Development Permit Course Work Offered by this Institution – *Place a check mark in the appropriate box if seeking approval for these types of permit offered by your program.*

Type of Permit	Regular	School Age
Assistant Teacher		
Associate Teacher		
Teacher		
Master Teacher		
Site Supervisor		
Program Director		

5. Program Contacts

a. Name and Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

b. Name and Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

6. Chief Executive Officer (*President or Provost*)

Name and Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

***I hereby signify my approval to transmit this program document to the California Commission on Teacher Credentialing.***

CEO Signature \_\_\_\_\_ Date \_\_\_\_\_